

3 FAH-1 H-3300 LEAVE ADMINISTRATION

3 FAH-1 H-3310 LEAVE

(CT:POH-105; 03-23-2005)
(OFFICE OF ORIGIN: HR/ER/EP)

3 FAH-1 H-3311 DEFINITIONS

(CT:POH-105; 03-23-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps - USDA)
(Applies to Foreign Service and Civil Service Employees)

For purposes of Chapters 3 FAM 3300, 3 FAM 3400, and 3 FAM 3500, and Chapters 3 FAH-1 H-3300, 3 FAH-1 H-3400, and 3 FAH-1 H-3500, the following definitions apply:

Accrued leave: Leave earned by an employee during the current leave year that is unused at any given time in that year.

Accumulated leave: The unused leave remaining to the credit of an employee at the beginning of a leave year. For purposes of lump-sum payment, accumulated leave means the regular carryover balance from the previous leave year, and unused annual leave accrued during the then current leave year, plus any unused restored annual leave maintained in a special leave account.

Approving officer: Any officer-in-charge, or designee, who has general responsibility for the proper administration of leave regulations as they pertain to employees under that officer's jurisdiction.

Decision officer: The official designated by the head of the Agency to determine that an exigency of the public business or administrative error or sickness of the employee, when the annual leave was requested and approved in advance, caused forfeiture of scheduled annual leave, and to authorize its restoration for later use. (For USAID, [ADS 480](#))

Exigency of the public business: An operational demand beyond the control of an [agency, which](#) could be sudden or could be anticipated and of such importance as to preclude:

- (1) The use of scheduled annual leave; and
- (2) Any reasonable alternative to the cancellation of scheduled leave.

Headquarters: The Washington headquarters of the Department of State, *Broadcasting Board of Governors*, the Agency for International Development, the Foreign Agricultural Service and the Animal and Plant Health Inspection Service of the Department of Agriculture, and the Department of Commerce, as appropriate.

Leave laws: *5 U.S.C. 6301-6311*

Leave year: The period from the beginning of the first complete pay period in the calendar year to the beginning of the first complete pay period in the following calendar year.

Missing status: The status of an employee who is officially carried or determined to be absent in a status of missing, missing in action, interned in a foreign country, captured, beleaguered or besieged by a hostile force, or detained in a foreign country against the employee's will; but does not include the status of an employee for a period during which the employee is officially determined to be absent from post of duty without authority.

Part-time employee: An employee for whom there has been established in advance a regularly scheduled workweek of 16 to 32 hours per week except as noted in *5 C.F.R. 340, Subpart B*.

Possessions: The possessions of the United States, including the Virgin Islands of the United States, Guam, the Commonwealth of Puerto Rico, the Northern Mariana Islands, and American Samoa.

Restored annual leave: Any scheduled annual leave which could not be used by an employee due to an exigency of the public business, administrative error (including failure to reschedule the leave by the official who cancelled it), or sickness of the employee, and which was forfeited and subsequently approved for re-crediting by a decision officer.

Scheduled annual leave: Leave requested and approved in advance in writing on Form OPM-71, Request for Leave or Approved Absence, for use at specified periods of time.

United States: The 50 States and the District of Columbia.

3 FAH-1 H-3312 COMMUNICATIONS REGARDING LEAVE

(CT:POH-105; 03-23-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps - USDA)
(Applies to Foreign Service and Civil Service Employees)

Inquiries concerning leave policies, interpretations and clarification of regulations should be addressed to:

- State: Bureau of Human Resources, Office of Employee Relations (HR/ER/EP)
- USAID: Office of Human Resources, Policy, *Planning, and Information Management Division (M/HR/PPIM)*
- Commerce: Office of Foreign Service *Human Resources*
- USDA/FAS: HRD/FSA (see 3 FASR 63 on Leave Administration)
- USDA/APHIS: IS/RMS, Personnel
- *BBG: Office of Personnel (M/P)* (See also MOA Part V-B, Section 680)

3 FAH-1 H-3313 LEAVE PROCEDURES

(CT:POH-105; 03-23-2005)
(Uniform State/USAID/BBG/Commerce/Foreign Service Corps - USDA)
(Applies to Foreign Service and Civil Service Employees)

For information regarding leave procedures, refer to the following references:

<i>SECTION</i>	<i>TITLE</i>
<i>3 FAH-1 H 3320</i>	<i>Officers Exempted from Leave Act</i>
<i>3 FAH-1 H 3330</i>	<i>Disposition of Leave Balances</i>
<i>3 FAH-1 H 3360</i>	<i>Emergency Leave Transfer Program</i>
<i>3 FAH-1 H 3410</i>	<i>Annual Leave</i>
<i>3 FAH-1 H 3420</i>	<i>Sick Leave</i>
<i>3 FAH-1 H 3430</i>	<i>Home Leave</i>

<i>3 FAH-1 H 3440</i>	<i>Military Leave</i>
<i>3 FAH-1 H 3460</i>	<i>Other Paid Leave</i>
<i>3 FAH-1 H 3510</i>	<i>Leave Without Pay (LWOP)</i>
<i>3 FAH-1 H 3520</i>	<i>Absence Without Leave (AWOL)</i>

3 FAH-1 H-3314 THROUGH H-3319 UNASSIGNED